Annex P

COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: **GERALDINE T. BARO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.68	70%	**3.28**
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.59	30%	**1.38**
TOTAL NUMERICAL RATING			4.66

TOTAL NUMERICAL RATING: <u>4.66</u>
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: ════════════

FINAL NUMERICAL RATING   **<u>4.66</u>**

ADJECTIVAL RATING: **<u>OUTSTANDING</u>**

Prepared by:

JANSEL JOLCA VILLAS
Administrative Aide IV

Reviewed by:

VICENTE A. GILOS
University Librarian

Approved:

ALELI A. VILLOCINO
Vice President for Student Affairs and Services

UNIVERSITY LEARNING COMMONS
VISCA, PQVV+GVQ, Baybay City, Leyte
Email: library@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1055

Page 1 of 1
FM-HRM-27
V02 02-14-2025
No. **25-03**

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **GERALDINE T. BARO**, of the **University Learning Commons (Library)** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **January to December 2024.**

GERALDINE TUMULAK BARO	Approved: **VICENTE A. GILOS**
Ratee	University Librarian
JAN 2 0 2025	2 4 JAN 2025

MFO & PAPs	Success Indicators	Tasks Assigned	Target January - December 2024	Actual Accomplishment	Rating				Remarks
					Q[1]	E[2]	T[3]	A[4]	
UMFO 1. WORLD CLASS EDUCATION									
VSAS MFO 1.1 Efficient and Effective Library Services									
LS 1 **Library Administration**	PI 4.1 No. of drafts reviewed, edited and/or revised (For Library Manual/Handbook	Review and revision of the Library Manual/ Handbook	1 draft	1 draft	4	4	4	4	
	P1 4.2 No. of quality procedures drafted, reviewed, and/or revised	Quality procedure review and document control	2 procedures	2 procedures	5	5	4	4.67	
LS 2 **Technical Services**	PI 1.1 No. of books cataloged and/or classified.	Cataloging and classification	200 volumes	624 volumes	5	5	4	4.67	
	PI 1.2 No. of books encoded, barcoded and/or RFID provided	Encoding and tagging of books and library resources	200 volumes	1,010 volumes	5	5	5	5	
	PI 1.3 No. of DLM entries reviewed, edited, and/or updated	DLM Data validation	250 entries	1,004 entries	4	5	5	4.67	

	PI 10. No. of copies of New Acquisitions Lists prepared and disseminated	Collection management	16 copies	46 copies	5	5	5	**5**	
	PI 11 No. of titles digitized (Coordinated and supervised)	Digitization of library resources	50 titles	612 titles(NCCA & DOST Grants)	5	5	4	**4.67**	
	PI 2.1 No. of newsletter articles authored and/or edited	Newsletter production	2 article	5 articles	4	4	4	**4**	
LS 3 **Readers Services**	PI 1.1 No. of hours rendered at the Circulation Unit (Special Duties)	Flexible duties (Frontline)	100 hours	164 hours	5	5	5	**5**	
	PI 2.1 No. of online/onsite reference queries responded	Reference service	20 queries	62 queries	5	5	4	**4.67**	
LS 4 **Repository Services**	PI 1.1 No. of e-copies of theses/dissertations received and saved into the database	E-theses/ dissertations archiving	40 e-copies	139 e-copies	5	5	4	**4.67**	
	PI 2.1 No. of materials for ViSCaiana (special collection) received, checked and/or collated	Archiving	2 titles	4 titles	5	4	4	**4.33**	
LS 5 **Programs/Trainings and Activities**	PI 1. No. of activities, programs attended/ assisted/facilitated	Library engagement	2 activities, meetings, etc.	22 activities/ programs	5	5	5	**5**	
	PI 2. No. of trainings/ webinars attended/facilitated	Professional development	2 trainings	10 trainings/ webinars	5	5	4	**4.67**	
VSAS MFO 2.1 Efficient and effective delivery of quality procedure									
Support to Quality Assurance, Program and Institutional Accreditation Services	PI 1 Percentage of accomplishment (Supporting Documents	Quality Assurance engagement	90%	98%	4	5	5	**4.67**	

	prepared as required for quality assurance visit)							
	PI 1.2 No. of subject bibliographies prepared and/or updated for programs under survey	Bibliographic support	4 Bibliographies	13 bibliographies (programs)	5	5	5	**5**
	PI 3. Number of technical/expert services provided/rendered i.e. acting as Evaluator, Internal Quality Assurance Auditor/Accreditor.	Quality Assurance engagement	1	1	5	5	4	**4.67**
VSAS MFO 3.1 Efficient and effective conduct of student support activities								
	PI 3 No. of Library orientation/ instructions conducted	Library instruction	2 session of orientation and/or instruction conducted	6 sessions of library instruction	5	5	4	**4.67**
UMFO 2. General Administration and Support Services								
OVPSAS STO 2.2. Percentage of documents and records received and systematically filed and recorded within the day of receipt.								
	Number of correspondence/ letter requests/documents received, responded, and filed.	Correspondence management	20 letters/ documents	31 letters/ documents	4	5	5	**4.67**
OVPSAS STO 2.3. Percentage of clients served that rated the services rendered at least very satisfactory or higher								
	PI. 1 Efficient & customer-friendly frontline service: Zero percent of complaints from clients served	Frontline Services	0% complaint	0% complaint	5	5	5	5

OVPSAS STO 2.4. Percentage of administrative services and financial/ administrative documents acted within time frame									
Admin. And Facilitative Services	PI 1 No. of units supervised, monitored and coordinated	Admin. And Supervisory Services	2 units	3 units	4	4	5	**4.33**	
	PI 2.1 No. of Official documents prepared, issued, acknowledged, signed, authenticated and inspected	Admin. And Facilitative Services	100 Official documents	240 Official documents	5	4	5	**4.67**	
	PI 2.2 No. of minutes of meetings prepared	Preparation of minutes	2 minutes of meetings	4 minutes of meetings	5	5	4	**4.67**	
	PI 4. No. of requests, evaluated, verified, and approved as TWG	Procurement review	20 requests		NA	NA	NA	**NA**	Not designated as TWG Jul - Dec 2024 **Jan - Jun 2024 :** 16 requests
	PI 5. No. of PPMPs/PRs prepared, signed, and/or submitted	Procurement preparation	16 PPMPs/PRs		NA	NA	NA	**NA**	PPMP/ PRs assigned to the acquisition librarian **Jan - Jun 2024 :** 13 PPMPs/PRs
Student Assistantship Management Services	PI. 1.1 No. of student assistant/s supervised	Admin. & Supervisory Services	1 student assistant	4 Student Assistants	4	5	5	**4.67**	
OVPSAS STO 2.5. No. of council/board/committee assignments served/functions performed									
	PI 3. Number of committee meetings attended and/or facilitated	Committee involvement	6 meetings	10 meetings	5	4	5	**4.67**	

OVPSAS STO 2.6. No. of unit heads/staff meetings presided									
	Number of meetings attended and/or presided	Staff meeting involvement	10 meetings	13 meetings	5	4	5	**4.67**	
OVPSAS STO 2.8. Number of quality procedures revised/updated/registered at the Quality Assurance Center									
	P1 1. No. of quality procedures prepared, reviewed and/or revised	ISO Quality Management	2	4 quality procedures	5	5	5	5	
OVPSAS STO 2.12 Percentage of ISO evidences compliant with existing ODAS/HRM quality procedures kept intact and readily available for audit									
	PI 1. Percentage of 5S implementation at the workplace	ISO Quality Management	95%	98%	5	5	4	**4.67**	
Total Over-all Rating	131.05								

		Comments & Recommendations for Development Purpose:
Average Rating (Total Over-all rating divided by 27)	4.68	
Additional Points:		**Effectively manages tasks and provides guidance to the team. However, fostering a more collaborative and approachable leadership style will enhance teamwork and overall work environment.**
Approved Additional points (with copy of approval)		
FINAL RATING	4.68	
ADJECTIVAL RATING	O	

Evaluated & Rated by:

VICENTE A. GILOS
University Librarian
Date: 2 4 JAN 2025

Approved by:

ALELI A. VILLOCINO
VP for Student Affairs and Services
Date: JAN 2 8 2025

1 – Quality   2 – Efficiency   3 – Timeliness   4 – Average

Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **GERALDINE T. BARO**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Choose and obtain relevant resources for the library.	200 volumes	Jan 2, 2024	Dec 27, 2024	Dec 19, 2024	Very Impressive	Outstanding	
2	Organize and prepare newly acquired materials for use by students and staff.	98% efficiently organized	Jan 2, 2024	Dec 27, 2024	Dec 19, 2024	Very Impressive	Outstanding	
3	Compile and maintain bibliographic listings for stakeholder information and accreditation purposes.	100% complied	Jan 2, 2024	Dec 27, 2024	Dec 19, 2024	Very Impressive	Outstanding	
4	Prepare necessary documentation for AACCUP accreditation, particularly for Parameter C.	100% complied	Jan 2, 2024	Dec 27, 2024	Dec 19, 2024	Very Impressive	Outstanding	
5	Oversee, guide, and support Technical Services staff in their professional development.	98% efficiently managed	Jan 2, 2024	Dec 27, 2024	Dec 19, 2024	Very Impressive	Outstanding	

* Either very impressive, impressive, needs improvement, poor, very poor
** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by

VICENTE A. GILOS
University Librarian

Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **GERALDINE T. BARO**
Performance Rating: **JANUARY - DECEMBER 2024**

Aim: _____

Proposed Interventions to Improve Performance:

Date: **JULY 2024**   Target Date: **DECEMBER 2024**

First Step: Training on the conduct of AACCUP accreditation. _____
_____
_____

Result: Not met. However, she was trained as ISO auditor and served as auditor last
Internal Audit in 2024. _____
_____

Date: **JANUARY 2025**   Target Date: **JUNE 2025**

Next Step: Attend leadership training on team engagement and motivation. _____
_____
_____

Outcome:_____

Final Step/Recommendation:

_____

Prepared by:

VICENTE A. GILOS
University Librarian

Conforme:

GERALDINE T. BARO

VISAYAS STATE UNIVERSITY | UNIVERSITY LEARNING COMMONS

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **JANUARY-DECEMBER 2024**
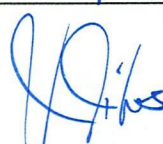Name of Staff: **GERALDINE T. BARO** Position: **COLLEGE LIBRARIAN II**

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (*both for subordinates and supervisors*)	Scale				
1. Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	⑤	4	3	2	1
2. Makes self-available to clients even beyond official time	⑤	4	3	2	1
3 Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	⑤	4	3	2	1
4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	④	3	2	1
5. Commits himself/herself to help attain the targets of his/her office by assisting co- employees who fail to perform all assigned tasks	5	④	3	2	1
6. Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	⑤	4	3	2	1
7. Keeps accurate records of her work which is easily retrievable when needed.	⑤	4	3	2	1
8. Suggests new ways to further improve her work and the services of the office to its clients	⑤	4	3	2	1
9 Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	⑤	4	3	2	1

10. Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	(4)	3	2	1
11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	(4)	3	2	1
12. Willing to be trained and developed	(5)	4	3	2	1

Total Score	**56**

B. Leadership & Management (*For supervisors only to be rated by higher supervisor*)	Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	(4)	3	2	1
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	(4)	3	2	1
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	(5)	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	(5)	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	(4)	3	2	1

Total Score	**22**
Average Score	**4.59**

Overall recommendation:

Involve Technical Section team members in planning and decision-making processes.

VICENTE A. GILOS
Immediate Supervisor